

District _____ Building _____

Team Member _____

MAINTENANCE PERSONNEL INTERVIEWS

What are your primary responsibilities?

Do you have a regular schedule of maintenance tasks to do each day? Each week? Each month?

Do you have the necessary equipment and supplies to do a good job?

Who does the minor repairs in the building? Major plumbing and heating repairs?

What are the procedures for handling major repairs?

Who makes the long-range plans regarding future repairs and maintenance plans?

Do you have any maintenance problems in your building(s)? What building problems are difficult to correct or change?

What maintenance services do teachers most often request?

What inservice activities related to your job have you attended?

How are you evaluated? How often?

Are the school buildings used by parents and other groups after school? How is this handled?

Is it possible for students to exit the building(s) quickly in emergencies?

Are you involved in inspecting the buildings for potential safety hazards?

Are identified safety hazards handled promptly and effectively? Who is responsible?

What strengths do you see in the maintenance program?

What suggestions for improvement do you have?

Is there anything else you would like to share? (Either related to what we've talked about or something we haven't discussed? Negatives/Positives?)

[Additional Information:]